



***State of Washington  
Department of Transportation  
Notice to Consultants  
Disputes Review Board State Members***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered for On-Call Disputes Review Board (DRB) Members representing WSDOT for Transportation related construction projects.

The On-Call Task Order agreements will be for five (5) years. WSDOT intends to award On-Call agreements to all consultants that are deemed qualified. Selection is on a pass/fail basis. No minimum amount of work is guaranteed under these agreements. Each agreement will be for \$100,000.00. This request for services will be advertised every year giving a window of opportunity for consultants who did not pass the ability to resubmit; giving new consultants the ability to submit; and giving those consultants who were awarded an agreement that is about to expire the ability to submit a Statement of Qualifications and be considered for inclusion on the most current list of approved board members.

If a firm is proposing more than one individual, then a separate submittal must be submitted for each proposed individual.

Individuals may be on the State Member DRB approved list as well as the 3<sup>rd</sup> Party Member DRB approved list, but they must submit separate Statements of Qualifications in response to the separate advertisements.

***Project Description***

Placement as a board member will be based on relevant expertise and experience. Areas of expertise and experience required will be related to but not limited to transportation type construction in the following areas:

**Highway Construction:** Acting as a DRB State Member for major highway construction projects with experience in, but not be limited to, the following types of work precast and cast-in-place structures, widening for HOV lanes, highway surveillance, fire protection, communications, traffic control systems, removal of existing roadway and structures, construction of retaining and noise walls, paving with both cement concrete and asphalt concrete; drainage and stormwater detention systems, and installation of electrical systems. In addition, working over water and difficult soil conditions may be factors.

**Environmental Construction:** Acting as a DRB State Member with experience in, but not limited to, major construction projects in the environmental field, especially in the areas of stream relocation and wetland enhancement, fields for stream habitat, stream morphology, soil mechanics, river mechanics, erosion control, wetland mitigation and restoration, and planting technology and procedures.

**Terminal Construction for WSF:** Acting as a DRB State Member with experience in, but not limited to, major multi-modal facility design and/or construction projects for the WSF with

expertise/experience in overhead loading facilities, terminal facilities, passenger-only ferry terminals, removal of existing structures, construction of offshore structures including dolphins, wing-walls, and trestles with both concrete and steel construction, upland development, and installation of electrical systems and mechanical systems including PLC's and hydraulics.

### ***Evaluation Criteria***

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select On-Call DRB Members for projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Proposed DRB Member;
2. Firm's Project Management System; and
3. References/Past Performances.

The link to the definitions for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the selection criteria. We have included requirements and/or limitations for the information that is being requested.

NOTE: There will be no sub-consultants allowed.

### ***Submittals***

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of five (5) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 and 2.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 3; and
- Your Submittal Information Packet form.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."



The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications, Category of work, your firm, and the name of the proposed DRB State Member clearly identified on the cover of the submittal Packets “A” and “B”, and the letter of transmittal;
- Statement of Qualifications broken into “Packet A” and “Packet B” as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Ten (10) copies of your “Packet A” and one (1) copy of “Packet B”, for each proposed DRB State Member, whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Wednesday, February 18, 2004:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7104.

The department has an overall Disadvantaged Business Enterprise (DBE) Goal. The DBE goal for participation will be obtained through a combination race-neutral/race-conscience means as outlined in WSDOT’s “Disadvantaged Business Enterprise Program Plan.” The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Wednesday, January 21, 2004 and Wednesday, January 28, 2004.

Submittal Due Date: Wednesday, February 18, 2004.